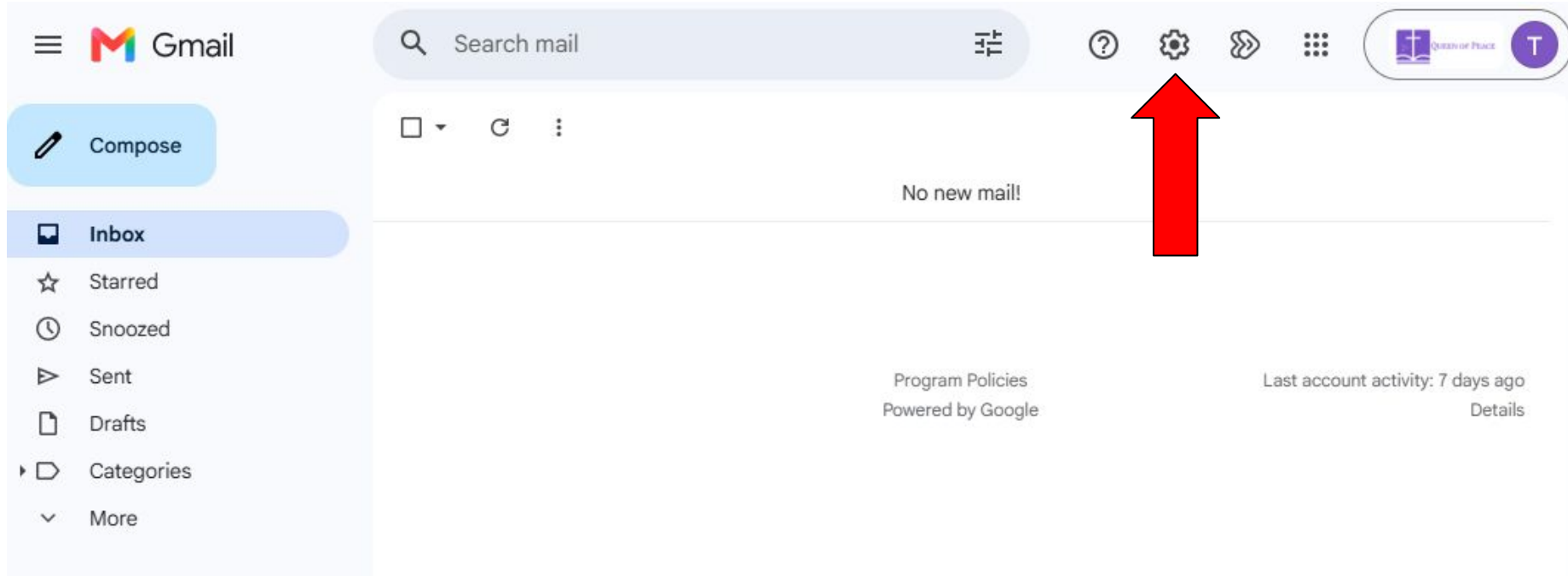
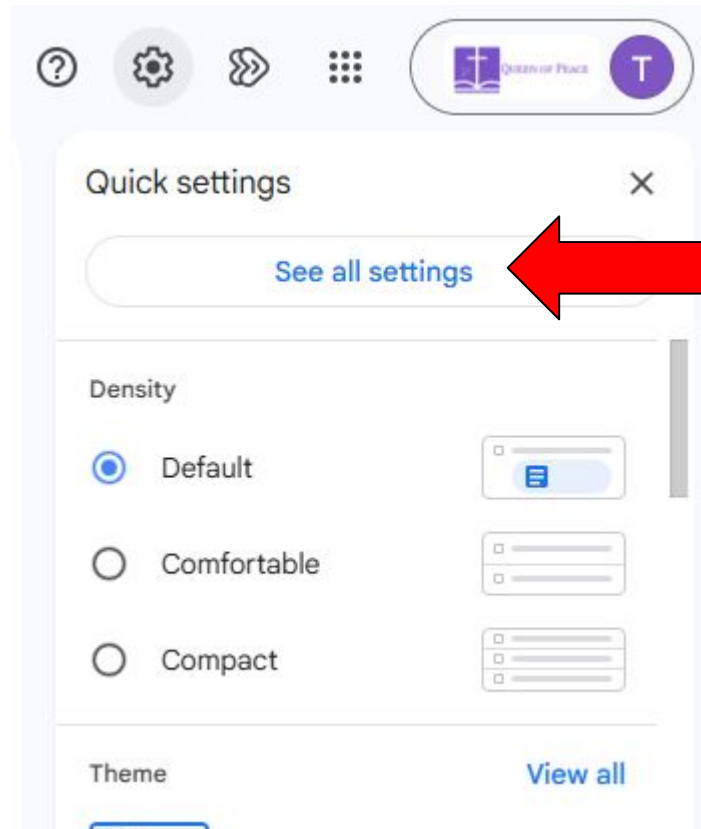


Whitelist OptionC in Gmail

1. Log into your gmail account on a **computer** to access settings. The filtering features are available on the browser version of Gmail but not the app.
2. Click on the **settings icon** in the top right corner



3. Select **See All Setting**



4. Select the **filters and blocked addresses** tab and choose **Create a new filter**

Settings

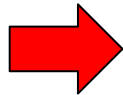
General Labels Inbox Accounts Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons
Advanced Offline Themes

The following filters are applied to all incoming mail:

Select: [All](#), [None](#)

Export

Delete



Create a new filter

[Import filters](#)

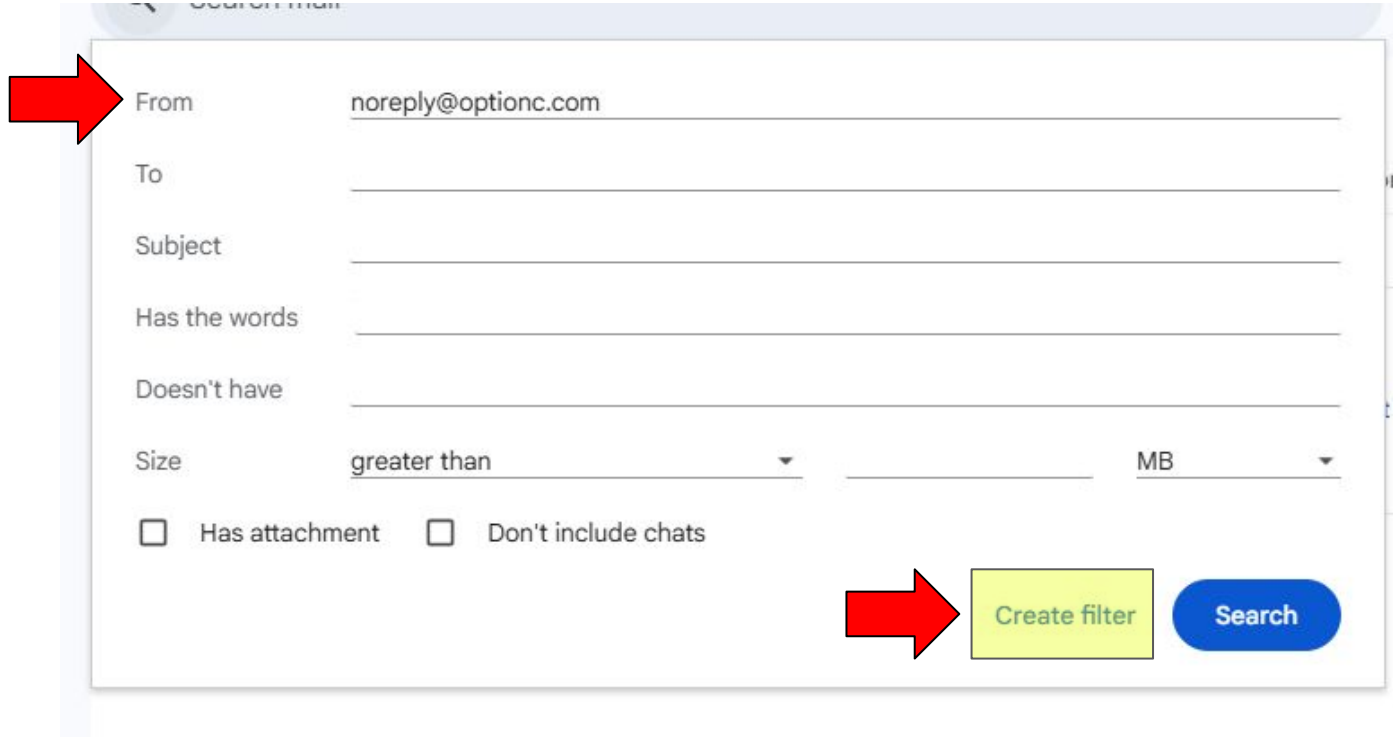
The following email addresses are blocked. Messages from these addresses will appear in Spam:

You currently have no blocked addresses.

Select: [All](#), [None](#)

Unblock selected addresses

4. In the filter window, enter noreply@optionc.com in the “From” textbox.
Then select **“Create Filter”**



The screenshot shows the Gmail 'Create filter' dialog box. A red arrow points to the 'From' text input field, which contains the email address 'noreply@optionc.com'. Below this are empty input fields for 'To', 'Subject', 'Has the words', and 'Doesn't have'. The 'Size' section shows a dropdown menu set to 'greater than' and a unit dropdown set to 'MB'. At the bottom, there are two checkboxes: 'Has attachment' and 'Don't include chats', both of which are unchecked. To the right of the checkboxes are two buttons: a yellow 'Create filter' button and a blue 'Search' button. A second red arrow points to the 'Create filter' button.

5. On the next page, select the action “**Never send it to Spam**”. You may also want to “Always mark it as important” or apply other labels and actions as desired. Then select “**Create Filter**”.

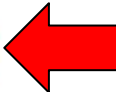
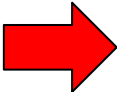
← When a message is an exact match for your search criteria:

- ☐ Skip the Inbox (Archive it)
- ☐ Mark as read
- ☐ Star it
- ☐ Apply the label: Choose label... ▾
- ☐ Forward it [Add forwarding address](#)
- ☐ Delete it
- ☒ **Never send it to Spam**
- ☒ **Always mark it as important**
- ☐ Never mark it as important
- ☐ Categorize as: Choose category... ▾
- ☐ Also apply filter to 0 matching conversations.

Note: filter will not be applied to old conversations in Spam or Trash

[? Learn more](#)

[Create filter](#)



6. Your new filter should now appear in your Filter settings

Settings

General Labels Inbox Accounts **Filters and Blocked Addresses**

The following filters are applied to all incoming mail:



Matches: **from:(noreply@optionc.com)**

Do this: Never send it to Spam, Mark it as important
